

**CITY OF MISHAWAKA, BOARD OF PARKS & RECREATION  
MINUTES OF THE MEETING**

**DATE:** September 17, 2012

**TIME:** 4:30 p.m.

**PLACE:** Battell Center Community Room

**PRESENT:** Reg Wagle, John Coppens, Carolyn Teeter, Bob Shriner, Ellen West, & Michael Bergin

**ALSO PRESENT:** Terry Zeller, Michelle Wotring, and Robert C. Beutter, Esq.

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Board President, Reg Wagle, called the regularly scheduled meeting to order at 4:30 p.m. The Pledge of Allegiance was recited. Mr. Wagle made a point of clarification in the August 27th minutes concerning the Park Amenity Naming Policy. Mr. Wagle stated that the facility subcommittee was working with the Board attorney to come up with a policy and that once that had been done, it would be brought back before the Board for review, which would possibly be in October, not necessarily within 30 days as indicated in the minutes. Mrs. Teeter moved to approve the minutes as presented with the above note, and Mr. Bergin seconded the motion. The motion carried unanimously.

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**OLD BUSINESS:**

The Battell Center Instructor Contract was presented to the Board. Mr. Zeller explained that it would give a better handle on the expectations of instructors and contained more technical language worked on by the Board Attorney. Mr. Shriner Moved to approve the contract and Mr. Coppens seconded it. The motion passed unanimously.

Mr. Zeller also presented a final version of the Battell Center Social Group Contract to the Board. He thanked Mr. Beutter for his guidance on both documents. As there were no discussions on the contract, Mrs. Teeter moved to approve the contract and Mr. Shriner seconded it. The motion carried unanimously.

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**NEW BUSINESS:**

Mr. Zeller discussed the changes for the 2013-2014 Salary Resolution. Specific changes include

- changing the Assistant Superintendent title to Director of Recreation and Special Events
- changing the Golf Pro title to Director of Golf Operations
- changing the Pool/Rink Director to Director of Aquatics/Ice Rink
- changing Landscape Supervisor title to Landscape/Urban Forestry Manager; and
- adding an Aquatics/Ice Rink Manager

Discussions and concerns centered on the changes in job titles, responsibilities and who would take over for the Superintendent if he became incapacitated if there were no Assistant. Mr. Zeller indicated that the Assistant's job description included too much for any one person and made performance evaluations difficult. As there is no recreation division currently present, it made more sense to have a recreation division as he did not necessarily need an assistant. Mr. Zeller also indicated that he had hopes of adding another full time position in the recreation division to provide the director with an assistant in 2014. Mr. Zeller fielded questions from the Board and Mrs. Carpenter regarding industry standards and feelings of being overlooked at the change in her position title, especially when compared to the position of Golf Course Superintendent whose title was not being changed. Board President, Mr. Wagle indicated that the changes in the Salary Resolution were not a reflection upon performance but a way of streamlining job titles and descriptions in order to be more transparent and efficient. As there were no further discussions to be made, Mr. Bergin moved to approve the Salary Resolution for 2013-2014. Mrs. Teeter seconded Mr. Bergin's motion. The motion carried unanimously.

The Church of the Heartland requested the use of two meeting rooms in Battell Center on Sunday evenings to conduct worship services. After discussions between the Board, Mr. Zeller and Pastor David Sharp, no action was taken on the request. Mr. Zeller advised that the Department was not immediately ready to accommodate weekend use of the facility as current contracts refer to auditorium use. Staff and Board provided alternate suggestions to Pastor Sharp to look into and Mr. Zeller indicated that discussions between staff and Pastor Sharp will continue in the future.

Mrs. Wotring requested approval for payment of claims for the Parks & Recreation Department as listed below:

<u>Docket Number</u>	<u>Amount</u>
2012-00000326	\$950.50
2012-00000327	\$200.00
2012-00000328	\$675.50
2012-00000338	\$1,072.13
2012-00000342	\$55,826.86
2012-00000345	\$667.50
2012-00000347	\$9,861.03

Mr. Coppens moved to approve the claims as presented on the above dockets and Mrs. Teeter seconded the motion. The motion carried unanimously.

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#### **SUPERINTENDENT'S REPORT:**

Mr. Zeller, having already discussed the salary related matters on his Superintendent's Report under New Business, indicated that Mr. Jon Zook from Entertaining History would be at our next meeting to give a presentation on the Michiana Renaissance Festival.

Mr. Wagle then called for additional questions and/or comments from any others present at the Board meeting. Mr. Bergin asked if there was any news on the electric sign for Battell Center and Mr. Zeller indicated he would follow up with Mr. Prince on that matter. As there were no further questions or comments to be made, Mrs. Teeter moved to adjourn the meeting and Mr. Bergin seconded the motion. The motion carried unanimously.

Meeting was adjourned at 5:28 p.m.

Submitted for Approval to the Board

Michelle L. Wotring,  
Office Manager, Parks & Recreation

Approved:

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Carolyn Teeter, Board Secretary